Appendix Five

**Record of Issue or Concern:**

**RECORD OF ISSUE OR CONCERN**

Any person associated with NZ Cricket, or its Member Associations, who suspects the abuse or neglect of a child or vulnerable adult, or whom a concern has been disclosed to, must complete this form. It is a tool to assist with recording factual observations in accordance with the NZ Cricket Welfare of Children and Vulnerable Adults Policy.

|  |  |  |
| --- | --- | --- |
| Child/Vulnerable Adults Name:  |  | DOB *(if known)*:  |
| Date:  |  | Time:  |
| Name of Parent/s/Guardian/s *(if known)*: Contact Details *(if known)*:Name of Major Association/District Association/Club Involved: |  |  |
| **Issue or Concern** |
| **Issue or Concern:*** *What is the concern for this child or vulnerable adult?*
* *What has prompted you to complete the Record of Issue or Concern?*

***NOTE:*** *This is a record of the facts. Remember to record:** *observations*
* *times and dates*
* *what was said, and by whom – Use the persons own words if possible*

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| **Additional Information**: * *Is there any additional information that needs to be disclosed or may be helpful for NZ Cricket or statutory authorities to know?*

***NOTE****: At times incidents viewed in isolation may not be cause for concern however, when viewed in relation to other incidents these can form a larger picture of concern*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Action:** * *What action has been taken?*
* *Have statutory authorities been consulted? If so, record those details.*
* *Why was this action taken/Not taken? Clearly identify and explain the reasons)*
* *By whom was this action taken, and when?*
* *Has NZC been informed? /Who will be responsible for informing NZC?*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Follow Up:** * *Next steps*
* *Is a follow up required? If yes, by whom and when?*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signed:  |  | Date:  |
| Full Name: |  |  |
| Position:  |  |  |
| Contact Details: |  |  |

**Please give this form to one of the following:**

**Your Designated Person for Child Protection, CEO, Chairperson, or General Manager**

*(Designated Person for Child Protection/CEO/Chairperson/General Manager to complete)*

I, (Full name and position).................................................................................. confirm that the above record of issue or concern has been brought to my attention and consultation with the person making the record of issue or concern, and named above, has taken place. The record of issue or concern will be held securely and confidentially and forwarded to NZ Cricket at the earliest opportunity.

Signed ……………………………………………………………

Dated …………………………….

Contact Details (Phone/Email) ……………………………………………………………

Date forwarded to NZ Cricket ……………